

ATTENDING A CONFERENCE

We at the Airlie Center look forward to having you as our guest. To help ensure your stay with us is comfortable, the following tips will help facilitate your arrival, stay, and departure. We suggest this informational page be sent to your attendees prior to arrival.

LOCATION AND DIRECTIONS

Airlie is located 52 miles southwest of our Nation's capital. From the Washington, D.C. beltway (I-495), take I-66 West to Exit 43-A, Gainesville/Warrenton. Proceed 9.5 miles south on Route 29. Take a right on Route 605 at the light on Colonial Road. Colonial Road will become Airlie Road. Go approximately 2 miles, cross over a single-lane stone bridge, take immediate left onto our driveway.

REGISTRATION and PARKING

Registration for all conference guests (unless otherwise notified by your Conference Director) occurs in the *Airlie House*.

Guests may park in front of *Airlie House* for registration, then continue to your overnight lodges. ***Because there are no sleeping rooms in Airlie House, guests should leave luggage in their cars until they have been assigned a room.*** If arriving by taxi or van, have your driver wait until check-in is complete to avoid having to carry your luggage to your sleeping quarters. Ample parking space is provided at the *Airlie House* as well as at each of our overnight lodges at no charge. **All attendees are required to present a credit card at check-in. Any incidental charges will be posted to your credit card at the conclusion of your stay.**

CHECK-IN AND CHECK-OUT PROCEDURES

Check-in time is 3:00pm. Check-out time is 11:30am.

If your conference is paying for your stay, you may either return your key to the Front Desk at time of check-out, or leave your key in your room. If you are paying for all, or a portion, of your stay, you may settle your account with the Front Desk at check-out. If you check-out of your room before your meeting concludes, arrangements may be made for storage of luggage.

ALL GUESTS, including ***DAY GUESTS***, are required to check-in at the Front Desk.

MESSAGES & FAXES

Messages and faxes will be held for attendees at the Front Desk and/or a message light will be activated on their sleeping room phone. Emergency phone calls will be delivered to the attendee immediately.

Phone numbers for guests to receive messages or faxes:

***Phone 540-347-1300 * fax 540-341-3207 * Web site: www.airlie.com**

SHIPMENT OF CONFERENCE MATERIALS

Shipment of packages and conference materials prior to your conference should be addressed to:

The Airlie Conference Center, 6886 Airlie Road, Warrenton, VA 20187

HOLD FOR, Name, Name of conference, and Dates of conferences.

Please do not ship packages more than 7 days prior to your conference.

DRESS FOR SUCCESS AND COMFORT

Airlie Center is fashioned after a college campus. For your comfort, please pack walking shoes and a travel flashlight. We offer the following amenities: lighted tennis courts, skeet shooting, miles of jogging trails, volleyball, bicycles, fishing outdoor swimming, exercise room, game room, nature walks or get together at the Whistling Swan Pub. Please pack accordingly so you may take advantage of these amenities in your free time.

TRANSPORTATION

Airlie can arrange ground transportation for your guests to and from the Airlie Center.

Please contact your meeting planner for details and pricing.

TELEPHONE, MODEM AND INTERNET ACCESS IN SLEEPING ROOMS:

Airlie offers free high speed internet access in **sleeping rooms** (via Ethernet cable - provided). Each room also has data ports in for dial up modem access. We suggest using a local ISP in order to avoid long distance charges. Calls lasting over 1 hour are charged 10 cents per minute after the first hour. Local, toll-free, and calling card calls are free up to 60 minutes. Long distance phone calls are 50 cents per minute. Please check with Front Desk to verify most current long distance rates.

EXTRACURRICULAR INFORMATION

The Airlie Center staff looks forward to having you and your group as our guests. We would like to take this opportunity to point out activities that may make your stay an even greater success. Advance notice is required when scheduling asterisked () events.*

WELCOME ADDRESS*

An Airlie staff member can begin your first meeting session or opening reception with a warm welcome and a description of Airlie's history and its present amenities.

ENVIRONMENTAL TOURS AT AIRLIE*

Environmental Studies' educational program provides guided nature walks on a 900-acre field station. The walks offer a unique close-up look at nature. Fees support this non-profit division, which provides educational opportunities to schoolchildren throughout the region. Tours may be arranged for parties of 5 to 20 people. To arrange a tour for your group, please contact Caryl Buck at 540-341-3239 in the Environmental Studies department.

SKEET SHOOTING*

For the intrepid, Airlie offers the age-old sport of Skeet Shooting at \$50 per person per round, which includes gun, ammo and 25 clay pigeons. A round takes approximately one hour and is limited to four participants. Prior experience with firearms is a must!

GOLF OUTINGS

Three nearby golf courses offers 18 holes of challenging golf. Airlie guests can enjoy special rates that include greens fees and cart rental. Ask your Airlie Representative for more details.

FISHING

Airlie's seven lakes and ponds offer a wonderful opportunity to cast your skills upon our waters. The fishing is free. A fishing pass is provided for each attendee located at the back of their Passport book presented at check-in. Guests may bring their own equipment or use Airlie equipment on a first-come, first-serve basis. Our only taboo: NO LEAD SINKERS!

TENNIS & VOLLEYBALL

The Main Campus has two lighted tennis courts and the North Campus has one unlighted court. A permanent volleyball court is adjacent to the main campus tennis courts; a portable net can be set up upon request. Tennis rackets and volleyballs are available for sign-out at the Front Desk; tennis balls can be purchased as well. As a rule, the courts are not reserved.

WHISTLING SWAN PUB & GAME ROOM

The Pub, located on Airlie's Main Campus next to the Silo House, is open daily from 5:30 to 11:30 pm. Like the tennis courts, the Pub is not reserved for specific groups. However, if you wish, you can master bill drinks to your account at a 20% service charge. Guests can, of course, pay for their drinks individually without a service charge. The Game Room is adjacent to the Whistling Swan Pub and offers billiards, large screen television, darts, cards and games galore. Both offer free "hotspot" wireless internet access.

EXERCISE ROOM/STANDARD BIKES

The Exercise Room is located at the Silo House near the Pub. The Exercise Room is equipped with weight machines, treadmill, stair stepper, airdyne bicycles and a NordicTrack. For those not so aerobically-inclined, several beach cruiser bicycles are available at no cost on a first-come, first-serve basis at the Bike Shed next to the Tack Room.